

PUNJAB POLICE DEPARTMENT

Sr. No.	Case No. & No. of Posts	Basic Scale, Name & Nature of Post	Prescribed Qualification/Experience as per Service Rules	Age	Gender, Domicile & Place of Posting	Syllabus for Written Examination/ Test (if held)
60	03-RH/2024 277 Posts (Open Merit=148 Women Quota=84 Minorities Quota=28 Special Person Quota= 17)	(BS-15) Stenographer (On Regular Basis)	i) Bachelor's Degree (second division) from a University recognized by Higher Education Commission; and ii) a speed of 70 words per minute of short hand in English and 40 words per minute of typing in English on computer. iii) Three months certificate in MS Office from a recognized institute. Note: i) Preference shall be given to those candidates who also know Urdu short hand and Urdu typewriting. ii) 3-Months certificate in MS office in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.	Male: 18 to 25+05 = 30 years Female: 18 to 25+08 = 33 years As per Government of the Punjab Notification No.SOR-I (S&GAD)9-36/81 dated 08-08-2016.	GENDER: Male & Female DOMICILE: Any district of the Province of Punjab. PLACE OF POSTING: Anywhere in Punjab	English Shorthand Test will be held at the speed of 70 words per minute. Note: The candidates who will qualify English Shorthand Test will be called for:- English Typing Test on Computer (speed 40 w.p.m.) will be held and MS Office Proficiency test will only be held of those candidates who qualify the typing test.

- Please read the "Important Instructions" regarding Application Fee, Written Test, Interview on PPSC website www.ppsc.gov.pk before applying online.
- Employees of Federal Government or Semi Government and Autonomous Bodies of Federal Government or Provincial Government and those of Local Bodies are not entitled to age concession for the period of their service in such organization.
- In case a candidate claims that his/her qualification is equivalent to the prescribed qualification, he/she will be required to submit equivalence certificate of his/her foreign/local qualification issued by Higher Education Commission (H.E.C) or Qualification Equivalence Determination Committee (Q.E.D.C) of concerned Department, which will be accepted by the Commission as Final, at the time of interview or whenever asked by the Commission. If a candidate fails to submit Equivalence Certificate issued by the Competent Authority at the time of interview or whenever asked by the Commission, his/her candidature shall be cancelled.
- In case, a candidate claims experience of private firm / entity, he / she must bring proof at the time of interview that the firm /entity is registered with SECP, Registrar of Firms or any other Regulatory Authority, failing which his / her application shall be rejected. Candidate must provide proof of registration showing that the concerned private entity had the status of a registered body during the period of experience claimed by the candidate.
- In-service candidates will ensure while applying for particular post(s) that they have obtained/ applied for NOC/DPC from their concerned department(s) and will provide the same at the time of interview (if called).
- The candidates will ensure while applying for particular post(s) that they have obtained/applied for Registration Certificate from PEC/PNC/PMDC/PMC/PVMC or other relevant regulatory body on or before the closing date and will provide the same at the time of interview (if called).
- The candidates will ensure that they will provide marks obtained / total marks or percentage certificate of all degrees, issued by the Competent Authority, at the time of interview. CGPA is not acceptable.
- No information, whatsoever, shared by anyone other than on the PPSC's website, is authentic; therefore, candidates must not trust any such information.
- The Shorthand Test and Typing & Proficiency Test, if required, will ONLY be held at Lahore.
- In case of variation (increase/decrease) in number of post(s) by the concerned department, No Fresh Applications will be invited.
- Applicants are advised to deposit fees online by using the following mediums ONLY i.e. ATMs, Mobile Phone Banking, Internet Banking, Over the counter (by visiting the nearest *Link Member Banks Branches), Jazz Cash, Easy Paisa, U Paisa, and other available micro-finance banks. For details, please visit PPSC website at www.ppsc.gov.pk

Important Instructions

**Closing Date for
Submission of
Online Applications**

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26 February 2024

SPL#250